

Lady Doak College Archives

Mission Statement

Lady Doak College systematically collects, organizes, describes, preserves, promotes and makes available official records (textual and non-textual) and personal papers of enduring historical, legal, administrative and fiscal value.

Archives Policy

Duties of the College Librarian in her role as Archivist

The College Archivist, who reports to the Principal, has the following duties:

1. to select and prepare for permanent retention records of potential enduring or historical value from academic departments and offices, faculty, students, alumnae, and other supporters of the College
2. to arrange and describe records (archives) as appropriate, using modern archival practices
3. to systematize the storage and orderly disposal of inactive records
4. to make archival materials available for users under appropriate security
5. to ensure the preservation of records of historical value through document conservation when appropriate, and solicit resources for this purpose

Definition of Archives

College archives may be defined as all non-current *documentary materials* created, received, and maintained by College personnel in conducting the official business of the College. Documentary materials are those carrying information of permanent value as determined by the Archivist and the person or office creating or receiving the materials. The records may be in various media, such as paper (typed, printed, manuscript), tapes, machine-readable, electronic form, microform, or audiovisual.

Since all documentary materials (college records) are the property of Lady Doak College, they may not be deliberately destroyed or otherwise disposed of without the approval of the department official in charge of the originating office, or the College Archivist. (The College Archives Advisory Committee may be consulted to mediate records disposal matters.) The administrative officers who are covered by these regulations include faculty members who perform non-teaching or administrative duties of either a continuous or occasional nature, which put them in possession of records pertaining to their official duties.

Transmittal of Records to the Archives

Some records and documents must be preserved and filed systematically in the Archives (see charts). The College Archivist and a designated person from each office or body producing records shall determine which other inactive records have permanent value and arrange to have such records transmitted to the College Archives on a mutually acceptable schedule. Any restrictions to access and use of the records shall be negotiated at this time, or as previously established by college regulation.

Examples of Records to be Preserved in the College Archives

The list below identifies the most important records in a college archival program. It is not exhaustive but serves as a starting point for the College Archives Advisory Committee, which can develop more comprehensive guidelines for archival materials.

1. Records created, received, and maintained by the Board of Trustees. The Office of the Principal maintains the original minutes and document files.

2. Papers of the Principal, Vice-Principal, Bursar, and the Deans of the College. These papers should include all statements of policy, major reports and statistical summaries, major correspondence relating to policy development, and other appropriate materials.
3. Papers from other offices, administrative and academic, to supplement the papers of the above.
4. Minutes and related documents from departments and from college-wide committees (administrative, academic, and student).
5. Papers of members of the Board of Trustees, faculty, student groups, or staff as a supplement to these official records.
6. Papers of Madurai individuals, organizations, etc. will be acquired, as time and resources allow, when such documentation supplements the history of the Institution.
7. All printed publications (administrative, academic, and student).
8. Films, recordings, tapes, electronic files, and photographs produced by the teaching programs.
9. A sampling of papers of individual faculty members and professional staff (such as publications or teaching notes).
10. A sampling of course syllabi (for example, syllabi for years when Lady Doak College).

Archives Policy

Retention Guidelines for Administrative Divisions

To practice good record keeping, you are encouraged to use the guidelines reported below for the retention of documents. A pattern of consistency in the care of records will assist your office in many ways—especially in preventing the loss of records and in the saving of staff time. Information that is retained in hard copy or electronic files is the property of Lady Doak College.

RECORDS AND DOCUMENTS WHICH MUST BE PRESERVED AND FILED SYSTEMATICALLY

Description of Item	Normal Period of Retention	Referral (Destination)	Comments
The <i>minutes</i> of the meetings of the Board of Trustees, Senatus, Governing Council and other institutional document files supporting the minutes.	Indefinite		Office of the Principal holds custodial responsibility for the originals.
The <i>minutes</i> of the meetings of Faculty committees and the other institutional document files supporting the minutes.		Archival Review	
Copies of all <i>constitutions</i> , past and present, and <i>by-laws</i> , both of the corporation and of its auxiliary organizations. Articles of Incorporation and amendments thereto.	Indefinite	Archives	
All official <i>correspondence</i> and <i>memoranda</i> of the Principal, Vice Principal, Bursar, and Deans .		Archives	
Copies of the official <i>minutes</i> and <i>reports</i> of all the College's academic departments, administrative units, committees, and student life organizations.		Archives	
The non-current Bursars' records (annual reports).		Archival Review	
<i>Histories</i> of the College, <i>Accreditation Reviews</i> , etc.	Indefinite	Archives	
Copies of the <i>deeds</i> and <i>descriptions</i> of the College properties, <i>titles</i> , <i>leases</i> , <i>surveys</i> , etc.		Archives	
<i>Special Project files</i> or unpublished reports or studies.		Archives	
Summary records of special offices—Chaplains, Counseling, Health Services, etc.		Archives	
		Archives	
		Archives	

**PRINTED AND OTHER MEDIA CONTAINING OTHER KINDS OF
DOCUMENTARY EVIDENCE WHICH OUGHT TO BE PRESERVED IN THE
ARCHIVES**

Description of Item	Normal Period of Retention	Referral (Destination)	Comments
Promotional materials, <i>bulletins</i> , and College <i>catalogues</i> . <i>News releases</i> , <i>newspaper clippings</i> , etc.		Archives	
Source materials (for instance, original returns of a <i>survey</i> or <i>questionnaire</i>).		Archives	
Student-based publications.		Archives	
<i>Films</i> , <i>recordings</i> , <i>tapes</i> , and <i>photographs</i> produced in support of institution's mission—teaching or otherwise.		Archives	

Retention Guidelines for Offices and Departments

To practice good record keeping, you are encouraged to use the guidelines reported below for the retention of documents in the various departments, and the office of the Principal of Lady Doak College. A pattern of consistency in the care of records will assist your office in many ways—especially in preventing the loss of records and in the saving of staff time. Information that is retained in hard copy or electronic files is the property of Lady Doak College.

Following is a list of records found in most administrative offices and departments of Lady Doak College. The suggested retention periods listed below are considered to be the normal or minimum time a record is retained. It is left to the discretion of the department head or administrative director as to how long records are retained beyond that time.

Record Materials

Description of Item	Normal Period of Retention	Referral (Destination)	Comments
Accounting Journals/General Ledgers		Archival Review	
Accounts Payable/Receivable — amounts owed to College and receipt of revenues		Destroy	
Bids Accepted (for purchases)		Archival Review	See also purchasing
Bids Rejected (for purchases)		Destroy	See also purchasing
Blueprints – (Copy usually on file in Construction Office)		Archives	
Budget Material: Office copies of documents prepared for the Budget, such as Budget Worksheets (requests), supplemental requests, and correspondence and information relative to budget adjustments. <i>The Year-end statement is recommended for retention and archival review.</i> Bursar's office holds primary record on the budget.			
Cash Receipts: Copies of cash receipts, cash reports, payable vouchers, data processing runs.		Destroy	
Compliant Files		Destroy	
Computer printouts and other data processing input/output (non-budget)		Destroy—if on magnetic media.	
Conferences and Workshops attended file		Destroy	
Conferences and Workshops conducted file		Archives	
Contracts, agreements		Archives	Including Documentation
Correspondence		Archives	
Employee Records. See Below, Personnel			
Endowment Fund Annual Reports		Archives	Review for historical value
Environmental Monitoring Records		Destroy	
General Ledgers		Archives	Review for historical value
Grants File (awarded)—applications, proposals, etc.		Archives	

Grants File (unawarded)—applications, proposals, etc.		Destroy	
Grievance Files		Destroy	Privacy Documentation
Injury Reports		Destroy	
Inventory Control Record		Destroy	
Job Descriptions—(Human Resources holds copy.)		Destroy	
Maintenance: Requisitions and Delivery Reports for office equip., supplies, etc.		Destroy	
Minutes of staff meetings, committees, or other groups functioning for the office		Archives	
News Releases and Newsletters		Archives	
Payroll: Attendance Record, Time Reports, Time Sheets, etc.		Destroy	
Personnel Records: Files kept on Department personnel for the convenience of the office, but not an official personnel file. Human Resources holds permanent record.		Notify Archivist for review.	Legal Retention is an issue
Petty Cash Records		Destroy	
Photographs, recordings, programs, etc., prepared in the course of official activities or office social functions.		Archives	
Planning documents (e.g. Self-Study, Advancement Plan, Five-Year and Ten-Year Plans)		Archives	Save supporting documentation
Official Policies, Procedures, Regulations that concern office operations (e.g. handbooks, manuals, etc.)		Archives	Review for Continuing Admin. of Historical value
Program Reviews		Archives	Save supporting documentation
Publications, Catalogues, Bulletins, Brochures, Books, Periodicals, Newsletters - any official publication of the College	While useful—Two copies of <i>all</i> publications are to be sent to the Archives at the time of first issue.	Archives	
Purchase Orders—Purchasing Office's copy of order to a supplier.		Destroy	
Records Destruction Files		Destroy	
Reports: Annual Reports, or reports prepared on department activities		Archives	
Residential Life Files		Destroy	
Search Files		Destroy, except summary	
Student Advisee Files		Destroy	
Student Files (student academic file)		Destroy	Guidelines
Subject Files		Archival Review	
Telegraph and Telephone: Billing and payment records (including those in special grants), record of long distance calls, etc.		Destroy	
Time Cards	3 years	Destroy	
Training/Development Records	Active + 3 years	Archival Review	
Vouchers	4 years	Destroy	

Work Orders File		Destroy, unless significant space improvement	
Work Study Student Files		Destroy	

Non-Record Materials

The following specific types of materials are designated as nonrecord materials and may be disposed of by offices as soon as they have served their intended purpose.

1. Extra copies of documents retained only for convenience of reference, such as "information" or "follow up" copies of correspondence; extra copies of materials of which official copies have been retained within the agency for purpose of record. Duplicates need to be weeded on an annualized basis.
2. Stocks of superseded, outdated, or otherwise valueless publications, forms and printed documents. (Two copies of each publication should be filed with the Archives at the first issue.)
3. Preliminary drafts of letters, memoranda, reports, worksheets and internal notes which do not represent significant basic steps in the preparation of record documents.
4. Letters of transmittal which do not add any information to the transmitted material and other types of routine correspondence that do not show any significant activity of the administrative unit or department.
5. Shorthand notes, rough notes, and mechanical recordings that have been transcribed into typewritten or printed form.
6. Miscellaneous notices or memoranda which do not relate to the functional responsibility of the office; e.g., notices of community affairs, employee meetings, holidays, etc.
7. Automatic Data Processing Recording Media: punched cards, paper tapes, magnetic tapes, magnetic discs, and other media used for "communicating" with data processing equipment.
8. Microfilm that has been created for systems applications when original documents are retained or prints created for record purposes.
9. Offset plates, multilith masters, ditto masters, addressograph plates, stencils, photographic negatives or other media used for printing or other reproductive processes.

Retention Guidelines for Other Records

To practice good record keeping, you are encouraged to use the guidelines reported below for the retention of documents in the departments, and the office of the Principal of Lady Doak College. A pattern of consistency in the care of records will assist your office in many ways—especially in preventing the loss of records and in the saving of staff time. Information that is retained in hard copy or electronic files is the property of Lady Doak College.

Faculty Papers

All faculty files relating to their *teaching, service to the institution* and *scholarship* are received as unofficial papers and thus acquired under a "Deed of Gift."

Records of a permanent (archival) character include papers created or reviewed of individual faculty members:

1. Professional files
2. Course syllabi
3. Publications
4. Awards and other forms of recognition

Committee Records

The chairman of any committee appointed by any of the faculties or College Administration is responsible for the records of that committee. Arrangements should be made with the College Archives to transfer non-current committee records to it at regular intervals.

Faculty and Student Organizations

The records of any faculty or student organization which received College monies for its operations are subject to consideration under this schedule.

"Quasi-Official" and "Nonofficial" Faculty and Student Organizations

It is the intent of the College Archives to accept and preserve the records of any organization involved with campus activities. The officers of all student and faculty groups are requested to consult the Archivist about the disposition of their records.

Records Not On Retention And Disposal Schedules

With the continuing expansion of College Administrative responsibility, and the resultant reshuffling of both office authority and space, the possibility arises that records important to the functions of the College might be misplaced. In the event an office finds in its possession College Records not covered by this General Records Retention and Disposition Schedule or a special schedule prepared for that office, the office should *notify the Archivist*.

Transferring Records

Depositing or Transferring Records to OCA

Academic and Administrative offices are assured of prompt and efficient retrieval of their records if the procedures cited below have been followed. Please call the College Archives if you have any questions.

1. Order boxes, Miracle Box No. 15 (12" x 15" x 10") or call the College Archives to inquire about boxes. Estimate 2 boxes per drawer of files.
2. Check your finding guide for records series titles. If you do not have a finding guide, check the [Archives' website](#) or call the Archives first—*before packing the records*.
3. Inventory each box by listing the titles of each folder. The Archives will use your inventory to find records; *therefore it is essential that the inventory be as specific and as accurate as possible*.
 - a. Keep the material in file order.
 - b. Number the boxes in order.
 - c. Beginning with box 1, list in order the contents of each box, folder by folder. Be certain to indicate where one box ends and the next begins.
 - d. Head each page of the inventory with the title of the collection, consisting of Division Title, Department Title, and Records Series Title.
4. Label each box with a pressure-sensitive label on the front (12") side. Indicate the name of the transmitting office and the number of boxes (e.g. 1 of 5, 2 of 5, 3 of 5).
5. Send the inventory to the College Archives or include it in the first box. The inventory should have the name of the office and the name of the person preparing the inventory.
6. Send a "Work Request Form" with instructions to deliver the boxes to the Archives.
7. Call the College Archives when movers arrive at your office to transfer the boxes.